Course Title: Microsoft Office Systems

Course Description:
An introduction to basic components of Microsoft Office: Word, Access, Excel, and PowerPoint. This course is designed for beginners. Learn about the features common to all Office products and use "basic" features in Word and PowerPoint to prepare and edit documents and presentations. Using Excel, you will create worksheets with simple functions, formulas and charts. Use Access to organize and manage data. Learn about integration features of Office.

Course Prerequisite(s):
Microsoft Windows

Course Objectives:
1. Learn features common to all Office products and use "basic" features in Word and PowerPoint to prepare and edit documents and presentations
2. Using Excel, create worksheets with simple functions, formulas and charts
3. Using Access, organize and manage data
4. Learn about integration features of Office

Textbook(s):
Microsoft Office 2010: Brief
Labyrinth Learning

Certification Notes:

Next Class Possibilities:
Microsoft Word I, Microsoft Excel I, Microsoft PowerPoint I, Microsoft Access I

Instructor Notes:
Lesson Plan – by week or session
Session 1: Computer Concepts and Windows
  • Lesson 1: Computer Systems
    o Hardware
    o Software
  • Lesson 2: Program Windows

Session 2: Windows (continued)
  • Lesson 3: File Management
  • Lesson 4: Working with Word Basics

Session 3: Word 2010
  • Lesson 5: Creating and Editing Business Letters
Session 4: Word 2010 (continued)
  • Lesson 6: Creating a Memorandum and a Press Release

Session 5: Excel 2010
  • Lesson 7: Exploring Excel 2010
  • Lesson 8: Editing, Viewing, and Printing Worksheets

Session 6: Excel 2010 (continued)
  • Lesson 9: Working with Formulas and Functions

Session 7: PowerPoint 2010
  • Lesson 10: Creating and Delivering a Presentation
  • Lesson 11: Designing the Presentation

Session 8: Access 2010
  • Lesson 12: Exploring Access 2010
  • Lesson 13: Building a Database